

## CASEM

### Research Committee: Terms of Reference (Updated 2023)

	<b>CASEM Research Committee</b>
Description	The CASEM Research Committee, established in 1986, includes members from across Canada and of different medical specialties. The Committee appointed by the Board for the purposes of development of a systematic, comprehensive program of sport medicine research and research education in Canada.
Mandate	The publications Committee's mandate is to encourage and facilitate the development of sport and exercise medicine research through the 3 CASEM research grants and annual symposium abstracts.
Key Duties	The Committee will perform the following key duties: <ul style="list-style-type: none"><li>• To liaise with the Canadian Journal of Sport Medicine to ensure applications and abstract submission are dealt with in a timely manner according to the parameters determined by the committee for both the CASEM research grants and Annual Symposium's Research Abstracts.</li><li>• To review all applications and determine candidates for each of CASEM research grants as well as the research abstracts presented at the Annual Symposium.</li><li>• Provide the selected Annual Symposium podium and poster abstract to the CJSM for publication.</li><li>• Moderate the Sandy Kirkley Research Session at the Annual Symposium.</li></ul>
Authority	The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board.
Composition	Chair: This is a 2 year renewable term and is appointed by the Board of Directors.  Members: CASEM members involved in sport medicine research at academic institutions across Canada.
Meetings	Meetings will be by telephone, virtual or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from CASEM, as dictated by the Board of Directors, to fulfill its mandate.

Reporting	The Committee will report to the Board of Directors. The Chair or a representative from the committee will attend the fall Board meeting either virtually or in-person.
Approval and Review	The Board will review these Terms of Reference as required.
Other	When a potential conflict of interest arises, the Chair of the committee should manage the conflict on a case-by-case basis.